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## Georgia Department of Education Office of Administrative Services Twin Towers East Atlanta, Georgia 30334

Werner Rogers State Superintendent of Schools

June 24, 1986

H. F. Johnson, Jr. Associate State Superintendent

## MEMORANDUM

T0:

Arvil Ensley

Budget and Accounting Officer

Board of Postsecondary Vocational Education

FROM:

Vickie Oakes . O.

Records Management Officer Department of Education

SUBJECT: Transfer of Records Retention Schedules from the Department of

Education to the Board of Postsecondary Vocational Education

Effective July 1, 1986, Records Retention Schedules which have been established for Record Series Titles relating to Postsecondary Vocational Education are being transferred from the Department of Education to the Board of Postsecondary Vocational Education. Attached are copies of the schedules as listed below by Schedule Number:

76-191	81-109	81-181
76-192	81-110	81-182
81-7	81-176	81-183
81-8	81-177	81-185
81-51	81-178	81-192
81-71	_81-179A	81-226
81-108	81-180A	

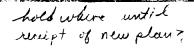
Amendments will need to be prepared by your agency to change the agency name, addresses, contact persons and to make any other necessary changes. These amendments should be sent to Mary Hall, Governmental Records Section, State Archives, for approval.

Also enclosed are file copies of Records Transmittal Forms and Notices of Records Destruction Forms applicable to Postsecondary Vocational Education Records. I am enclosing copies of several publications dealing with Records Management which will provide helpful information concerning Records Management Procedures.

76-RM-1 - "Scheduling Procedures"
 82-RM-2 - "Finance and Fiscal Files Supplement"

82-RM-4 - "Statewide Commons Supplement" 3.

79-RM-1 - "State Records Services Handbook"





AR-50-71; Rev. 76

## APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE DEPARTMENT OF ARCHIVES AND HISTORY RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section. FOR AGENCY USE FOR RECORDS MANAGEMENT USE 1. Agency Address Department of Education Application Date **Application Number** 81-179-A Office of Vocational Education Division of Vocational Program Management Date Received Date Completed Application Number Atlanta, Georgia 1981 | APR 1 6 1981 APR 3 2. Person to Contact **Working Title Telephone Number** Ray Greeson Regional Director 656-2550 3. Action Requested a. 

Establish Retention Schedule; record will continue to accumulate. b. 

Dispose of present accumulation; no further accumulation anticipated. c. ☑ Amend Application No. 81-179 Check One: ☑ Change; ☐ Supercede; ☐ Void 4. Dates of Series 5. Records Series Title (followed by title used in office; if different) Earliest Latest 1978 To Date | Report and Plan of Improvement Files 6. Division and Office Function What is the function of the Division and the Office in which this record series is created? No Change 7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: Included are: No Change File is arranged: Alphabetically by school. How often are records referred to which are: 8. Monthly Reference Rate One to six months old \_\_\_\_\_; Seven to twelve months old \_\_\_\_\_; Thirteen to twenty-four months old \_\_\_\_\_; twenty-five months and older 9. Annual Rate of Accumulation of Records Letter-size drawers \_\_\_\_\_; Legal-size drawers \_\_\_\_\_; Shelves \_\_\_\_\_; Other (specify) \_\_\_\_\_

YES	NO	10. Questionnaire	(Place an ")	X" in the proper o	olumn)			
X		a. Is this the official copy of the series?  If not, where is it?						
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.						
~-	X	c. Is this a vital r		<u> </u>				
	X			l or long term rese				
	x		wo documents scheduled sepa		necessary to keep the entire file for a long period, cou	ld these		
	X	· ·			published? If yes, attach copy.			
Х		q. Is the informa	tion contained	in this series ever	analyzed and/or recorded in a summarized report?			
Х		If yes, attach copy. On-Site Component Vocational Education System Annual Report  h. Is there a duplication of this series in your office, or in another office or agency?  If yes, where? Evaluation Report with Bob Mabry's Unit 4510; Local School Systems						
	X			on of it) regularly				
	X			n a computer prin				
11.	Retent	tion Requirements	-∱ Th	ne following requir	es the series to be kept:			
;	a. Sta	te Law		years.	d. Audit period	Moore		
		tute of limitation	7	years.		years. 5years.		
ı	c. Fed	leral law		years.	f. Federal retention instructions			
,	Attach	copy or excert of la	aws or regulation	ons. Explain admi	nistrative need.	:		
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[ ]	□ Ho □ Tra □ Tra	ved Disposition Insti Id in the current file insfer to local holdin insfer to State Recor stroy.	s area g area; hold	Calendar Year; Cmonth(s) year(s)	•	then,		
י		stroy. Insfer to State Archi	ves for permane	ent retention				
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-	These i	instructions apply to	all prior and f	uture accumulatio	ns of the series.			
Agen	cy Hea	d/Designee (Signal	rure)	Date	Records Management Officer (Signature)	Date		
ly./			ins_	4/101	Walker L. Baumgardner	3-31-81		
<b>~</b> ·					State Records Committee (Signature)	Date		
graph	12 ar	dations in para- e approved.	State Aud	itor/Designee	Land Jane	4-13-81		
(If disapproved, attach letter of explanation.)			Secretary/of	State/Designee	Carroll Hart	4-13-81		
			Attorney G	eneral/Designee	Mit & old	V-13 01		

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OFFICE OF THE SECRETARY OF STATE DEPARTMENT OF ARCHIVES AND HISTORY RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE	1. Agency Address	FOR RECORDS MANAGEMENT USE				
Application Date	Department of Education	Application Number				
	Office of Vocational Education	81-179				
Application Number	Division of Vocational Program Managemen	Date Received Date Completed				
дрысации митирег	Atlanta, Georgia					
		MAR 2 1981   MAR 1 1 1981				
2. Person to Contact	Working Title	Telephone Number				
Ray Greeson	Regional Director	656-2550				
3. Action Requested						
	Schedule; record will continue to accumulate.					
	cumulation; no further accumulation anticipated.					
	No Check One: ☐ Change; ☐ Superced					
4. Dates of Series	5. Records Series Title (followed by title used in office; if di					
Earliest Latest	Postsecondary Vocational Program Ev	aluation				
1978 Present		:S				
6. Division and Office Function		which this record series is created?				
	tional Program Management provides directi					
for development and	delivery of Vocational Education; coordinate	ites with local school systems				
	rnment in all areas of vocational education					
	es grant funds and approves disbursement;					
	m development; provides liaison and coordi					
	onal programs; recommends certification st	andards and staff development				
activities.						
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<u> </u>	The state of the s	me and the state of the state o				
7. Record Series Description  This file contains the following documents (include form numbers and titles, if any):  Attach samples of the file.						
L	valuating Vocational programs at the local	level and supervising				
re	ecommended improvements.	•				
Included are:	The Market Branch And St. 198	Improvements Francisco				
OII-91 C	e Team Evaluation Report; Approved Plan of .st; list of on-site evaluation team member					
	st; list of on-site evaluation team member mental policies; class schedules; course ou					
	nental policies; class schedules; course of n Improvement Profile; and related correspo					
I TOGIAN	Improvement frotfre, and related correspo	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,				
• •						
Eilo is arranged:		<u>.</u>				
File is arranged: Numeric	cally by District; thereunder alphabetical	iy by system.				
8. Monthly Reference Rate	How often are records referred to which are:					
	; Seven to twelve months old; Thirteen t					
twenty-five months and older?						
9. Annual Rate of Accumulation of Records						
Letter-size drawers; Legal-size drawers; Shelves; Other (specify)						
AR-50-71; Rev. 76	(Over)					

YES	NO	10. Questionnaire	(Place an "X	" in the proper co	lumn)			
Х		a. Is this the official copy of the series?  If not, where is it?						
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.						
	X	c. Is this a vital re		<u> </u>				
	X	d. Does this series						
	X		vo documents in cheduled separa		necessary to	•	e file for a long period, could	these
	_ <b>X</b>	s the informat	ion contained in	n this series ever p			ру	
							a summarized report?	
<b>X</b>		h. Is there a dupli					<u>ion System Annual I</u>	<u> Keport</u>
X							4510; Local School	l Systems
	Х	i. Is this series los	r a major portio	n of it) regularly i	microfilmec	•		
44	L X	i. Does the record						
' ' '	Heten	tion Requirements	-र्मा ग€	following require	es the series	то ре керт:		
·	a. Sta	te Law		years.	d.	Audit period		years.
ľ		tute of limitation	>	years.		Administrative		years.
	c. Fed	deral law	<del></del> -	years.	f.	Federal retention	on instructions	years.
	Attach	n copy or excert of la	ws or regulation	ns. Explain admir	nistrative ne	ed.		;
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Ager	CY He	ead/Designee (Signat	ure)	Date	Records N	lanagement Off	icer (Signature)	Date
U	4/	1.4. Laris	cy us	3/2/8/	Wal	ber L.	Baumgardne	3-2-81
B		adations in acci-	U	/ / *	St	ate Records Co	mmittee (Signature)	Date
grapi	h 12 a	ndations in para- re approved.	State Audi	tor/Designee	h	~~~	Khun	3-11-81
	isappr oplana	oved, attach letter tion.)	Secretary	State/Designee	0	arrae	estar	3-10-81
		-	Attorney Ge	eneral/Designee		MU	Meel	3-11-81

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